Museum Rental Associate

The Friends of the North Carolina Museum of Natural Sciences (Friends) is a nonprofit organization whose mission is to support the NC Museum of Natural Sciences (Museum). Friends functions include renting out Museum spaces to external groups and individuals for corporate meetings and events, weddings, receptions and more.

The Museum Rental Associate reports directly to the Museum Rental Manager, assisting with the in-office coordination of rental spaces and serving as an on-site representative during rental events held at the Museum. The Museum Rental Associate must be highly organized and possess the ability to work in complex situations and with a variety of individuals diplomatically and assertively. The Museum Rental Associate must be available for some evening and weekend hours based on the rental events schedule.

Key Job Functions

On-Site Museum Representative

- Serve as primary on-site contact during rental events
- Greet client, ensure rental guidelines are followed
- Represent organization in a friendly and professional manner
- Report any damages or unresolved issues to management
- Assist the rental client and vendors to ensure event runs smoothly
- Implement best practices and standards in customer service at rental events
- Multi-task, problem solve, and thrive in a dynamic work environment

Administrative

- Assist Museum Rental Manager as needed, including responding to email and telephone inquiries, ensuring contracts and invoices are finalized, and conducting site visits with prospective clients

Minimum Qualifications

- Must be age 21 or older
- Responsible, detail-oriented, and proactive
- Friendly and professional manner
- Passionate about the mission of the NC Museum of Natural Sciences
- Excellent problem-solving skills
- Excellent communication and customer service skills
• Ability to multitask and remain resourceful under pressure
• Ability to lift 30 lbs
• Ability to work evening and weekend hours
• Event staff experience and understanding of event coordination preferred but not required

Salary Range:  $33,000 - $36,000

To apply for this position, send cover letter and resume in one document to Friends.HR@naturalsciences.org.

Friends of the NC Museum of Natural Sciences is an Equal opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age or any other characteristic protected by law.